

**NOTICE**

There is a job vacancy with the **Bay County Community Corrections Program**.

JOB TITLE:                   **Pre-Trial Specialist**

RATE OF PAY:               **\$15.00 per hour**

**Part-time position, grant-funded, non-union with no benefits.**

**Appointing Authority:** Bay County Board of Commissioners with advisement from the Bay County Community Corrections Advisory Board.

**General Responsibilities:**

This is a grant-funded position, under the direction of the Community Corrections Coordinator with advisement from the Bay County Community Corrections Advisory Board. Eligible defendants will be interviewed in jail and appropriate bond conditions will be recommended to the Court by utilizing the PRAXIS tool to determine level of risk and if further mental health or substance abuse evaluation is necessary. Eligible clients will be monitored using the Electronic Monitoring System and urine drug screens. Court proceedings will be attended as needed. Written reports will be prepared for judges, agencies and other Court offices regarding changes in the defendant's status. Maintains files on all participating defendants in the COMPAS software. Collects and submits required pretrial release data and reports to the Bay County Community Corrections Office.

**Essential Functions:**

1. Conducts non-observed, face-to-face interviews with all bail-eligible persons detained prior to or following District and/or Circuit Court arraignment.
2. Verifies criminal record and background information provided by the defendant. This may require visiting the residence or place of employment
3. Based on PRAXIS results, refers for full substance abuse and/or mental health evaluation when appropriate.
4. Prepares recommendations for the courts offering community-based alternative programs that meet offender needs based on evaluation results. Makes certain that reports are prepared for all scheduled detention cases.
5. Ability to master specialty software for Community Corrections data gathering, risk/needs assessments, use of Windows, Word for Windows, COMPAS and other computer applications.
6. Has the ability to operate basic office equipment such as facsimile machine, photocopier and personal computer.
7. Meets with jail correction and other professional and program staff in order to exchange ideas, information and opinions to arrive at conclusions regarding program recommendations.
8. Acts as a liaison between treatment programs and criminal justice agencies.
9. Monitors offenders ordered to pretrial supervision as condition of their bond.
10. Able to keep a schedule to meet court and client needs.
11. Responsible for monitoring and tracking offenders on the Electronic Monitoring System (EMS or tether).
12. Installs EMS equipment on offenders and enrolls participants into the database. Conducts home visits to investigate and correct equipment problems and/or other violations.
13. Responses to "violations" as prescribed by policy and notifies the appropriate authorities.
14. All other duties as assigned.

The above statements are intended to describe the general nature of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

**Qualifications Required:** Bachelor's Degree in criminal justice or other related field. Knowledge of or experience in the Criminal Justice System, jail, court proceedings, Bonds, and community resources. Experience in counseling and working with all social groups. Proven ability to work under minimal supervision. Good oral, written communication, computer, and interviewing skills.

**Preferred Qualifications:** Knowledge of and skill in investigating, interviewing and counseling practices, procedures, and techniques. Good organizational skills and strong attention to detail. Ability to work in fast paced, dynamic environment. Easily adaptable to changes in work assignment, shift, or location. Must maintain a valid motor vehicle operator's or chauffeur's license.

Make application online at [www.baycounty-mi.gov](http://www.baycounty-mi.gov) or in person or by US Mail directly to the Bay County Personnel Department, 515 Center Avenue, Suite G102, Bay City, Michigan 48708-5121 no later than **4:00 p.m. Tuesday, April 8, 2014.**

**AN EQUAL OPPORTUNITY EMPLOYER**

"BAY COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF DISABILITY STATUS IN ADMISSION OR ACCESS TO, OR TREATMENT OR EMPLOYMENT IN, ITS PROGRAMS AND ACTIVITIES."